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INFORMATION GOVERNANCE MANAGING CONTENT, DATA AND ELECTRONIC RECORDS

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TODAY'S AGENDA

- Current State of Compliance
- Evaluate where you are
- Decide where to focus
- Key Considerations for Governance
- Records Life Cycle Review

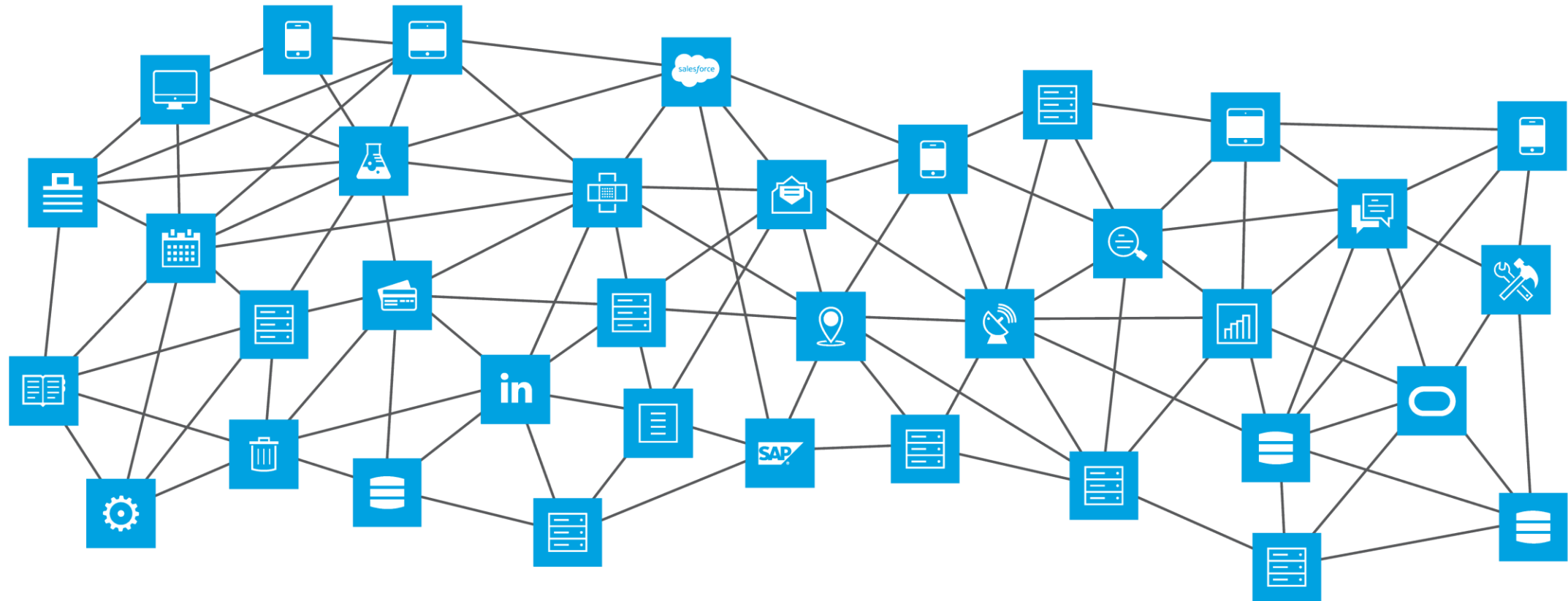
INFORMATION CHAOS AND VULNERABILITY STILL EXISTS

WORK, PROCESSES AND CONTENT CHALLENGES



MESSY POINT-TO-POINT INTEGRATIONS DON'T WORK

WORK, PROCESSES AND CONTENT CHALLENGES



SILOS CONTINUE TO IMPACT PRODUCTIVITY

WORK, PROCESSES AND CONTENT CHALLENGES

INFORMATION IS STILL IN SILOS

80%

of organizations report
high or moderate degree of
data silos

– Forrester

82%

of organizations find
managing the volume,
variety, and velocity of
data is challenging

– Forrester

69%

of organizations are
unable to provide a
comprehensive, single
customer view

- Forrester

Only 31%

of CIOs report their
enterprise data
and enterprise content
functions have become one
and the same

- Forbes

RM

HR

Case Mgmt

Contracts

ECM

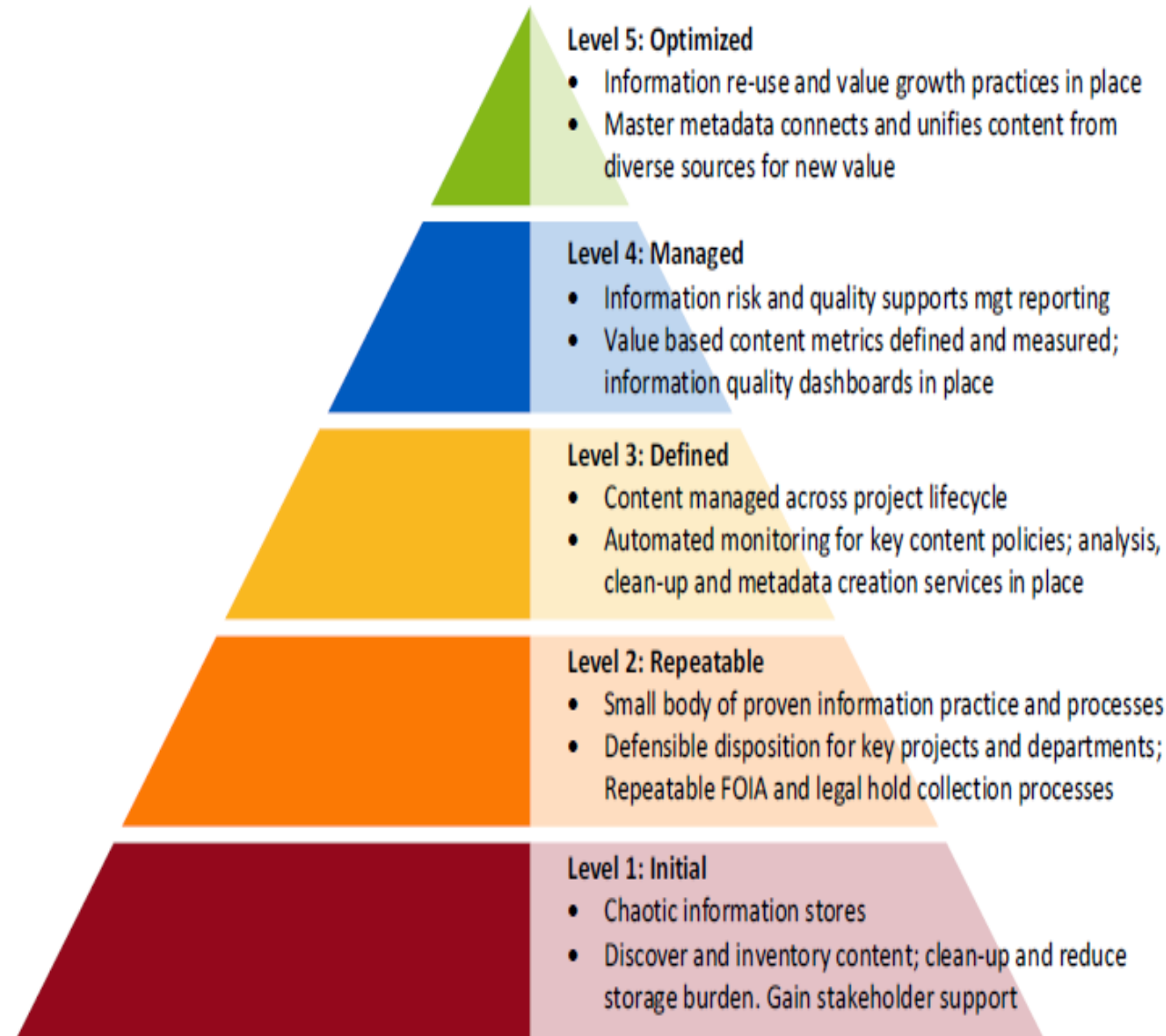
Legacy

TRYING TO MAKE SENSE OF IT ALL IS DIFFICULT

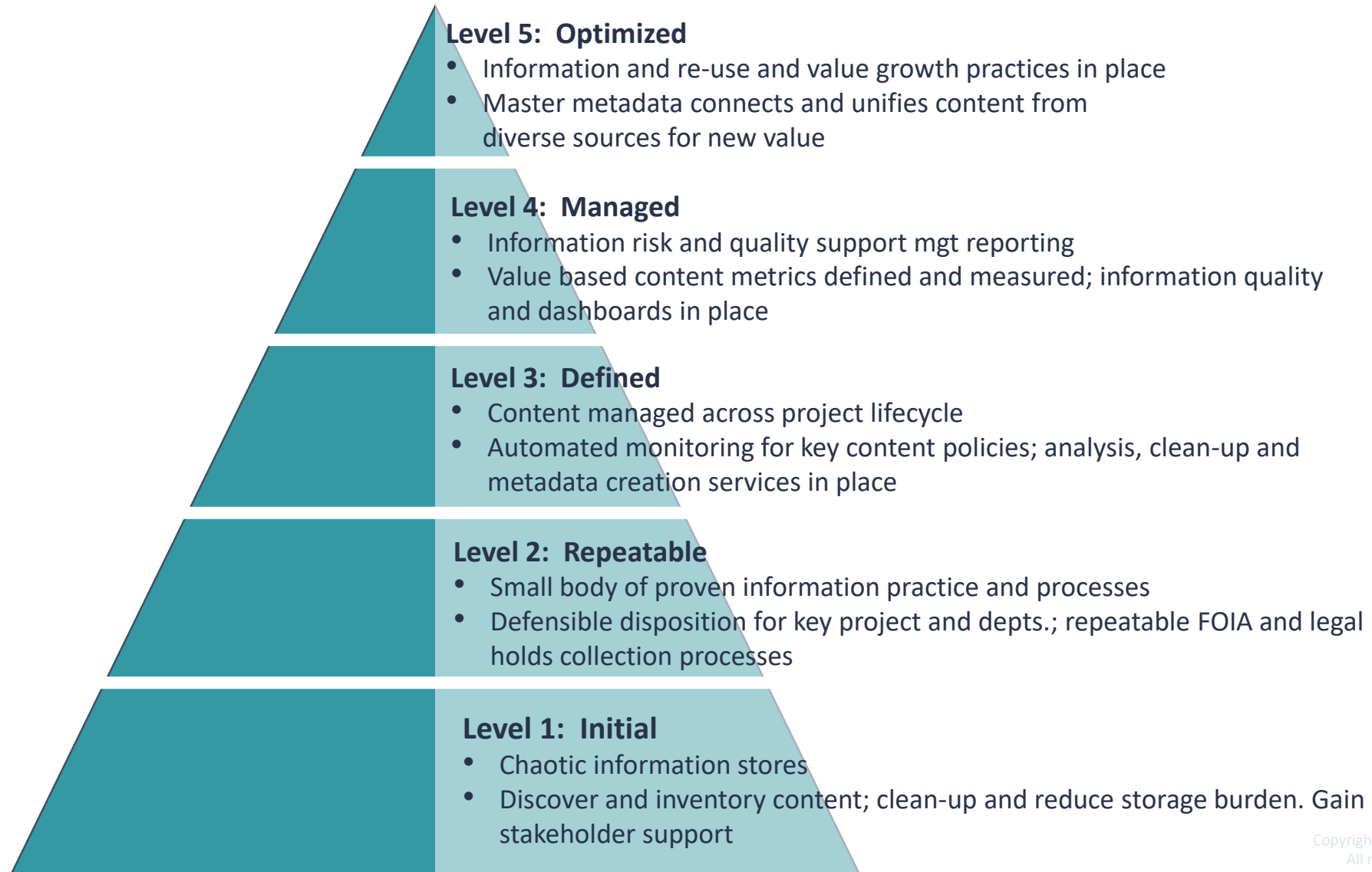
- Acquire, classify, retain and dispose of all pertinent paper, electronic and transactional records
- Clearly define retention policies and schedules
- Ensure regulatory compliance and mitigate risk associated with audit and litigation
- Automatically manage auto-generated information
- Quickly find and produce critical electronic documents regardless of type, creation date or storage



HONESTLY EVALUATE WHERE YOU ARE TODAY



HONESTLY EVALUATE WHERE YOU ARE TODAY



DECIDE WHERE TO FOCUS

Ensure Information Governance



Enforce access control
Produce audit logs
Evolve IT mgmt

Improve Compliance & Risk Management



Document discovery & compliance
Streamline consolidation
Automate retention and holds
Protect against fines and bad press

Improve Service Quality



Consolidate disparate systems
Improve customer retention
Meet Service Level Agreements

Rationalize Existing Applications



Redirect internal efforts that yield
a higher ROI for the organization
Maintain existing investments in
people, process, and technology

KEY CONSIDERATIONS FOR GOVERNANCE

Retention Policies

Minimize policies
Categorize to simplify
Records within records

Auto-Classification

Machine Learning
Pattern Recognition
Improve responsiveness
Reduce risk

Expired Records

Delete when you can
Discovery required?
Shared drives
SharePoint

Manage via Processes

RM for each project
RM In-Place
Simple Search &
Retrieval

Policy-First Approach

Policies at ingestion
Records flow smoothly
Delivers automation
Cloud / Hybrid

RECORDS LIFE CYCLE



FEDERATION & INTEROPERABILITY

AUTOMATE – MITIGATE RISK – ACHIEVE COMPLIANCE

- Federated Redaction
- RM In-Place
 - Utilizes existing systems and works with your technology
 - Convert paper to electronic media – store and archive immediately
 - Manage content in place – do not migrate/alter/convert records
 - Integrate and aggregate content – REST API
- Automate business processes where applicable – Records Management
- Apply record retention and deletion policies automatically to all pertinent content



ASG CONTENT SERVICES PLATFORM

A MODERN APPROACH



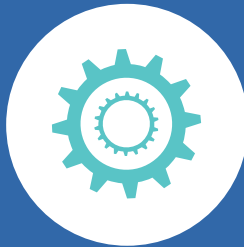
Federated Policies

Delivers automation capabilities for regulatory compliance



Cloud Optimized

Web-scalable, multi-tenant granular services for flexible use by applications and processes



Standards-based API & Connectors

Future-proof with API for integration and extension



Mobile First

Designed for effective deployment to mobile devices

THANK YOU!